

U.S. District Court – Eastern District of California
Opportunity Announcement #2018-01

Administrative Support Specialist



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: CL 25 - CL 26
Salary Range: \$43,792 - \$78,418
(starting salary will be set DOE)
Closing Date: Friday, 2/16/2018 @
4:00 pm

How to Apply:

Applicants must submit the following:

- 1) An introductory cover letter (if currently employed, include the reason a change of employment is desired)
- 2) A chronological resume
- 3) A completed Application for Judicial Branch Federal Employment, form AO-78 (found on the *Careers* page of the court's website)

In addition to completeness, materials will be reviewed for attention to detail, organization and overall professionalism of presentation.

Incomplete materials will be disqualified from consideration.

Materials must be received in PDF format sent to:
CAED-HR@caed.uscourts.gov by no later than 4:00 pm on Friday, 2/16/2018. Please reference "2018-01" in subject line of email.

The Clerk's Office is seeking career-oriented applicants for an Administrative Support Specialist position in our Sacramento office. The incumbent will report to the Clerk of Court and will be responsible for handling and managing a wide variety of administrative processes and tasks. The position is full-time and includes full federal benefits. Specific duties and responsibilities will include the following:

- Provides the Clerk of Court and Chief Deputy with clerical and administrative support on special projects as needed. This may include proofing and editing documents, collecting and distributing information and assembling and distributing binders and other resource materials.
- Serves as the Clerk's Office representative to the planning committee for the annual Eastern District of California Conference. Secures meeting site location and hotel accommodations for attendees, serves as liaison to speakers to coordinate payments and transportation and provides other support to the conference committee as needed. Assists with planning, organizing and facilitating other conferences and community outreach events as assigned.
- Creates and maintains appointment orders and membership rosters for the Eastern District of California Lawyer Representatives to the Ninth Circuit Judicial Conference and the Judicial Advisory Committee (JAC).
- Reviews JAC approved expenditures to ensure documentation conforms to rules and regulations, prepares and submits payment requests to Financial Office, tracks disbursements and maintains corresponding records.
- Prepares and distributes public notices for comment regarding proposed amendments to the Local Rules of Court and makes revisions as appropriate. Prepares and distributes General Orders and Miscellaneous Orders as directed and maintains an up-to-date online index of all orders issued.
- Assists with organizing and conducting administrative internal controls audits. Maintains and publishes an online internal controls manual and incorporates changes submitted by subject matter experts (SMEs).
- Tracks, schedules and coordinates a bimonthly Speaker Series for court staff and assists with organizing and scheduling training classes for court staff as assigned.
- Tracks assignment of court assigned parking spaces, manages a parking lottery program, responds to an annual parking Fringe Benefits Report request, and administers and tracks an employee Transit Subsidy program.
- Conducts a recurring inventory sighting of accountable property with the Manager of Facilities & Resources and maintains tracking information in an online inventory management system.

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Benefits:

- Paid Holidays
- Annual & Sick leave
- Federal Employee Retirement System
- Thrift Savings Plan
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- On Site Gym

For more information about Careers with the Judiciary go to:

<http://www.uscourts.gov/careers>

- Monitors and updates court information on the court's external and internal websites as needed.
- Takes and publishes Judges' meeting minutes on a back-up basis as needed.
- Coordinates and handles other administrative related projects and duties as assigned

Minimum Qualifications

To minimally qualify, candidates must possess at least one year of specialized work experience at a CL 24 (equivalent to a Grade 8 on the Executive Branch General Schedule). This type of experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Candidates also must possess:

- A strong work ethic and the ability to adapt to the communication style of others, to maintain a professional demeanor at all times and to exercise sound judgment
- Excellent multi-tasking, organization, records management and customer service skills
- Excellent written and verbal communication skills that includes strong proofreading and editing skills and an excellent knowledge of grammar and punctuation rules
- Advanced computer skills that include a strong knowledge of Word, Excel and Adobe

Candidates who possess the following preferred experience and education will receive preference in our review process:

- Additional years of relevant work experience beyond the minimum one year required
- Experience with planning and coordinating conferences and/or other events
- Work experience in a Clerk's Office of a federal court
- Completion of relevant education above the high school level and/or completion of relevant professional training and certifications

Disclosures

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. The Court also may elect to consider candidates who respond to this announcement for other similarly classified positions that become available within a reasonable time of this posting.
- Only qualified applicants will be considered for this position.

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- Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are subject to a Code of Conduct. A copy will be provided upon request.
- Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Applicants must be either U.S. citizens or eligible to work for the United States government.
- If selected for first-time appointment to a position, you will be required to complete an initial performance evaluation period. Failure to successfully complete the IPEP may result in termination of employment.